



GRANT PROPOSAL BUDGETS

The Budget section is the backbone of the grant proposal. Some grant reviewers turn right to the budget before even reading the proposal to see what the money will be used for. Program activities must drive the budget. The program narrative should match the budget perfectly. There should be no “surprises” in a budget.

- Cost estimates should be credible and realistic.
- Inflated budgets will damage your credibility with the grant reviewer.
- Never use the word “Miscellaneous”.

Most Foundations ask for two types of budgets to be included in a grant proposal:

1. Organization or Operating Budget
2. Project or Program Budget

The **Operating Budget** is the financial statement that is submitted annually for approval by the nonprofit organization’s Board of Directors. It is a projection of Income and Expenses for the organization’s fiscal year.

A template for the Organization Budget is included on the next page, though formats can vary depending on the organization.

The **Project or Program Budget** enumerates the resources required to carry out the program or project which is being proposed for funding.

Budgets can be presented in a variety of formats, but should contain the following common features.

- Is for a set time period, which should be identified (ie. Fiscal Year 2005)
- Expenses should be divided into two broad categories:
 - Personnel
 - Non-personnel

The Project Budget may also include support to be received or revenue to be earned.

If there are some unusually large expenses in the budget or if something requires an explanation, include a Budget Narrative that explains the details and shows the calculations used to arrive at the numbers.

Page 3 shows a template for a Program or Project Budget. There are examples of Program Budgets on pages 4 and 5.

ORGANIZATION BUDGET

This format is optional and can serve as a guide to budgeting. Attach a narrative explaining the budget, if necessary.

<u>ORGANIZATION INCOME</u>	<u>FISCAL YEAR:</u> _____
<u>Source</u>	<u>Amount</u>
<i>Support</i>	
Government grants _____	\$ _____
Foundations _____	\$ _____
Corporations _____	\$ _____
United Way or other federated campaigns _____	\$ _____
Individual contributions _____	\$ _____
Fundraising events and products _____	\$ _____
Membership income _____	\$ _____
In-kind support _____	\$ _____
Investment income _____	\$ _____
 <i>Revenue</i>	
Government contracts _____	\$ _____
Earned income _____	\$ _____
Other (specify) _____	\$ _____
_____	\$ _____
 Total Income	 \$ _____
 <u>ORGANIZATION EXPENSES</u>	 <u>FISCAL YEAR:</u> _____
<u>Item</u>	<u>Amount</u>
Salaries, wages and benefits _____	\$ _____
Insurance and/or other taxes _____	\$ _____
Consultants and professional fees _____	\$ _____
Travel _____	\$ _____
Equipment _____	\$ _____
Supplies _____	\$ _____
Printing and copying _____	\$ _____
Telephone and fax _____	\$ _____
Postage and delivery _____	\$ _____
Rent and utilities _____	\$ _____
In-kind expenses _____	\$ _____
Depreciation _____	\$ _____
Other (specify) _____	\$ _____
_____	\$ _____
 Total Expense	 \$ _____
Difference (Income less Expense)	 \$ _____

Below is a sample format for a Program or Project Budget that can be used as a template. This sample shows both Income and Expenses. If Income is unknown, you may want to just show the Expenses associated with the program. Attach a narrative explaining the budget, if necessary.

PROGRAM OR PROJECT BUDGET

PROGRAM/PROJECT INCOME

Fiscal Year: _____

<u>Source</u>	<u>Amount Committed</u>	<u>Amount Pending*</u>
<i>Support</i>		
Government grants	\$	
Foundations	\$	
Corporations	\$	
United Way or federated campaigns	\$	
Individual contributions	\$	
Fundraising events and products	\$	
Membership income	\$	
In-kind support	\$	
Investment income	\$	
<i>Revenue</i>		
Government contracts	\$	
Earned income	\$	
Other (specify)	\$	
	\$	
Total Income	\$	

*Note: Pending sources of support include those requests currently under consideration. Please indicate anticipated decision date

PROGRAM/PROJECT EXPENSES

<u>Item</u>	<u>Amount</u>	<u>%FT/PT</u>
Salaries and wages (break down by individual position and indicate full- or part-time.)	\$	
	\$	
	\$	
	\$	
SUBTOTAL	\$	
Insurance, benefits and other related taxes	\$	
Consultants and professional fees	\$	
Travel	\$	
Equipment	\$	
Supplies	\$	
Printing and copying	\$	
Telephone and fax	\$	
Postage and delivery	\$	
Rent and utilities	\$	
In-kind expenses	\$	
Depreciation	\$	
Other (specify)	\$	
	\$	
Total Expense		
Difference (Income less Expense)		

SOURCE: *The Foundation Center's Guide to Proposal Writing, 4th edition*

Exhibit A

**EAST SIDE HOUSE
Mott Haven Village Preparatory High School
After School Enrichment and Supportive Services Budget**

	2003-2004
EXPENSES	
After School Personnel	
Assistant Executive Director (10%)	\$ 7,210
Deputy Director (20%)	8,240
Program Director	51,500
Social Worker	30,900
Educational Counselor (FT)	36,050
Educational Counselor (PT)	15,450
2 Tutors (PT)	25,750
Fringe Benefits (20%)	26,780
Subtotal After School Personnel	\$201,880
After School Non-Personnel Expenses	
Recruitment/Outreach	\$ 2,500
PSAT/SAT Prep	20,000
Educational Program Activities	18,000
Recreational Program Activities	5,000
Education, Career, Personal Development Workshops	15,000
Artists in Residence	25,000
Cultural Enrichment Activities	10,000
Family Building Activities	12,000
Technology Programming/Transportation	23,000
Computer Software	10,000
Staff Training/Development	25,000
Closing Ceremony/Student Awards	3,000
Subtotal After School Non-Personnel	\$166,000
Grand Total of After School Activities	\$367,880

**A Budget From
American Social History Productions, Inc.**

**To
J.P. Morgan Chase Foundation**

PROJECT BUDGET SEPTEMBER 1, 2001 - AUGUST 31, 2002

EXPENSES

Staff

Co-Director of Education @ 15%	XXXXX
Historian and Multimedia Producer 10%	XXXXX
Program Coordinator @ 50% time (Coordinate summer institute, follow-up workshops, and evaluations; maintain on-line forum.)	XXXXX

Subtotal	\$30,750
Benefits @ 30%	\$9,225

1 City University of New York Faculty Fellow 15%	XXXXX
2 Experienced Teachers/Seminar Leaders 15% each	XXXXX
Subtotal Personnel	<u>\$63,225</u>

Summer Institute

Stipend for 30 teachers (XXXXX days x \$XXXXX/day)	\$11,250
Xeroxing of workshop materials and readings	\$1,900
Catering/Coffee	\$3,000
Professional lectures	\$1,200
Curriculum resources (textbooks, videos)	\$6,000
Postage	\$400
Stationery and supplies	\$450
Misc. for messengers, FedEx, etc.	\$225
Local Transportation	\$150
Subtotal Summer Institute	<u>\$24,575</u>

4 Workshops

Stipend for 30 teachers (XXXXX days x \$XXXXX/day)	\$9,000
Xeroxing of workshop materials	\$1,700
Catering/Refreshments	\$2,400
Professional lectures	\$600
Curriculum resources (teacher handbooks, CD-ROMs)	\$4,500
Venue - security for Saturdays and computer lab tech (1 day)	\$690
Postage	\$300
Subtotal Workshops	<u>\$19,190</u>

Evaluations

Development of evaluations, mailings to participating teachers, school visits for case schools, data entry, assessment of data collected, report to funder	\$5,800
Subtotal Evaluations	<u>\$5,800</u>

TOTAL PROGRAM COSTS	<u>\$112,790</u>
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INCOME

Government Agencies	
NYC Board of Education	\$14,000
City University of New York	\$29,000

Private Foundations	
Bodman Foundation	\$20,000

Corporate Foundations:	
JPMorgan Chase	\$20,000
Joseph Seagram & Sons	\$20,000
Citigroup	\$10,000

TOTAL INCOME	<u>\$113,000</u>
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